



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Administrative Assistant (Secretary)

SOLICITATION No. 12-028
OPENING DATE: September 13, 2012
CLOSING DATE: October 04, 2012
MARKET VALUE: FSN-07 (USD 22,539– USD 33,807, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-07. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be placed on a trainee level, below FSN-07, until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level. USAID/Iraq may select more than one candidate with this solicitation.

BASIC FUNCTION OF POSITION:

The Administrative Assistant is responsible for performing administrative and clerical support activities for the office in which s/he is assigned. The incumbent is the administrative point of contact for the office, and other agencies of the U.S. Government located in Iraq, and with various host government organizations. S/he arranges meetings, official functions, and prepares general correspondence, as basic requirements of the position. The incumbent is also the program assistance focal point for the office. S/he provides program management support for development programs in the office.

DETAILED DUTIES AND RESPONSIBILITIES:

Assists/Supports the Office Director and the Deputy Office Director in administrative management of the Office and performs a variety of secretarial, administrative and clerical support duties for all office staff. Provides assistance to office staff on administrative procedures, filing and documentation requirements. Maintains the office filing system in accordance with written guidance. Ensures processes (such as, clearances) and documents (such as, cables and reports) are prepared in accordance with USAID procedures. Informs office staff regarding new procedures and policies. Annually disposes retired files to the warehouse, and updates the electronic file registry. Answers telephone calls; answers routine questions and provides routine information, or refers callers to the appropriate staff. Places local and long distance calls for the Office Director and other staff on request. 20%

Maintains Office Director's and Deputy Office Director's daily schedules, and arranges meetings with the Mission and the Government of Iraq (GOI) officials, Embassy and other U.S. Government officials, officials of other donor agencies, contractors and others for office staff. Reminds the Office Director, the Deputy Office

Director and staff of appointments. Arranges with the Mission Director's secretary for use of the conference rooms. Coordinates with appropriate Mission staff to set up and test audio-visual equipment for presentations when necessary. Types agendas and notifies participants. Follows up to confirm attendance. Escorts visitors. Attends meetings to take notes and prepares meeting summaries to include attendees, topics discussed, agreements reached, issues identified and taskings made. Serves as a point of contact for the Implementing Partners to exchange information. Collects staffing and other information from Partners. Drafts and distributes e-mails with periodic updates on the Office's Portfolio among partners and other donor organizations. Organizes various events, including meetings, strategy discussions and Office team building activities. Provides translation support for the supervisor and as interpreter in meetings with GOI officials, Iraqi Contractors and others, including meetings outside the Mission when necessary. Maintains and continually updates a list of most frequently used GOI, US Mission, donor, NGOs and other telephone numbers for easy referral. Maintains and updates bulletin boards with pictures and newspaper articles about the Office's funded events and keep them in a file for future reference. 30%

Maintains a log of incoming and outgoing correspondence. Receives, reviews and controls incoming correspondence, determines distribution within the team, the project or to the supervisor, assigns actions, and ensures timely responses occur. Ensures that open actions are closed by the due date. Exercises quality control assuring that outgoing letters, cables, faxes, and e-mails are in accordance with standard State Department and USAID formats. Drafts and prepares official letters and related documents to be sent to GOI officials, and identifies correct format. Drafts response letters to the requests for assistance. Drafts general correspondence (such as, letters, memoranda, telegrams, diplomatic notes) and reports (such as, Portfolio Status Reports), and other routine USAID documentation in English and Arabic. Saves all important documents on the Public drive which is accessible to Office staff. Edits and formats complex texts, reports, assessments, and summaries drafted by others. Translates documents, such as proposals and reports. 30%

Coordinates and records schedules of arriving and departing office staff, visitors and TDYers. Provides all necessary logistics. Prepares domestic and international trip requests, training requests, hotel reservations, visa referrals, travel vouchers and reimbursement vouchers. Provides full range of administrative support for visitors and TDYers. Assists Implementing Partners in obtaining necessary support letters and USAID documentation. 10%

Attends regular and expanded Team meetings. Prior to such meetings, prepares an agenda, coordinating with other Team members, and presents to the Team Leader for any revisions and clearance before final preparation and distribution. Maintains a schedule for the Team of actions required. Makes notes of issues raised, conclusions reached and actions assigned during meetings and ensures that these are included in the schedule. Follows up to ensure that these actions are carried out in the agreed timeframe. Provides the Team Leader a status report on all ongoing actions on request. Maintains an adequate stock of expendable supplies. Ensures that equipment is maintained and, when necessary, repaired. Keeps Time and Attendance ensuring the timely submission of individual time sheets for all office staff, and submits after-hours access requests 10%

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Candidates will be evaluated and ranked based on the following selection criteria. Reference checks will seek to corroborate candidate self-assessments against these criteria.

A. Education (20 points): Completion of a University degree is required. Completion of studies leading to a certificate in secretarial school or training in a closely related group of skills such as computer word processing, and secretarial skills is highly desirable.

B. Experience (30 points): At least three years of technical and administrative support experience is required. Experience as a program assistant supporting the management of large development projects is required. Recent experience in the area of economic development is preferred.

C. Communication skills (20 points): English Level III (Good working knowledge) and Arabic Level IV (Fluent) is required.

D. Knowledge (15 points): Good knowledge of office procedures and management is required. Good knowledge of USAID ADS, files retention and management is preferred.

E. Skills and Abilities (15 points): Proven ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required. Strong interpersonal skills are required to establish and maintain collaborative relations with people both inside and outside of USAID. Expert knowledge of the entire MS Office application (such as Word, Excel, and PowerPoint), email programs, and database applications is required. Demonstrated skill operating office equipment, including fax machines, scanners, and copiers is required. Demonstrated organization, proof-reading, and basic translation and interpretation skills is required. Incumbent must demonstrate the ability to manage more than one activity at a time in the performance of her/his duties. Incumbent must be a self-starter in order to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and to adapt to the existing management team. Basic secretarial skills including significant work experience and ability to type efficiently in Arabic and English is required. Program assistant skills for large development projects are required. The incumbent must be able to manage the day-to-day operations of the office and to exercise discretion.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English Test. Applicants with passing marks will be invited to take an interview in order to select the best-qualified candidate. USAID will screen for nepotism/Conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov